



U.S. Department of Transportation
Federal Aviation Administration

800 Independence Ave., SW
Washington, DC 20591

August 18, 2004

**Instructions for completing the 3rd Party
Liability Only Insurance Document Until December 31, 2004**

Documents

War Risk Insurance Policy P3-LWR-04-____
Invoice

Completing the Documents

Insurance Policy Document

Page 1 - Heading - Insert your two or three digit airline code number to create the policy number.

Page 1 - Article II Terms and Conditions, Paragraph C - Insert the limit contained in Part III, Third Part Liability.

Page 7 - Article VIII. Other Insured Parties, Paragraph A - Insert the legal name of business in five (5) places.

Page 10 - Signature: Insert the legal name of business. Provide original signature and printed name with title of representative binding the company. **You must submit two copies** of the signature page to FAA.

Page 11 - Heading - Fill in the policy number from page 1.

Page 11 - Article I. Coverage - Insert the legal name of business.

Page 11 - Article II. Amounts, Paragraph A - Insert the amount of per-occurrence liability either from:

- (a) the limit of liability in your previous FAA war risk policy or,
- (b) for those who were not previously insured by the FAA, two times the per-occurrence liability limit in the Insured's current commercial all risk insurance policy.

INVOICE

Please fill in the following blanks in the invoice.

?? Invoice Number – Insert your two-digit airline identifier (booking) code. This number should be referenced on your payment. Insert the date on the date line.

?? Fill in company name, city, state, zip code, contact information, and current date.

Calculate premium based on the period of insurance (00:00 GMT on September 1, 2004 through 23:59 on December 31, 2004) using formulas on invoice.

Please send payment for receipt at FAA before 5:00 P.M. EDT Friday, September 10, 2004.

Definitions

Enplanements: The total number of passengers boarding aircraft. Includes both originating and connection passengers.

RPM (Revenue Passenger Miles): One revenue passenger transported one mile in revenue service.

RTM (Revenue Ton Mile): One ton of enplaned revenue freight/express or mail traffic transported one mile on a dedicated air cargo flight. Do not include air cargo transported on revenue passenger flights or by truck.

Return of Documents

Fax a copy of the signed Policy and invoice to your FAA representative by 5:00 P.M. EDT on Friday, August 27, 2004 to insure uninterrupted insurance coverage. Please include a copy of the invoice if possible, but no later than 5:00 P.M. EDT on Friday, September 10, 2004.

Send **TWO** original, signed Policy documents by courier or overnight delivery. **Do not send by U.S. mail.** Use only courier service such as UPS, Fed Ex, DHL, Airborne, etc.

Federal Aviation Administration
Aviation Insurance Program Office
AEP-20, Room 939
800 Independence Avenue, SW
Washington, DC 20591

Follow the instructions on the invoice template to make payment.

Fax Numbers: (202) 267-3324, or (202) 267-3278, or (202) 267-5370.

Next Steps

Your FAA insurance representative will validate receipt of the correct information. After validation and execution of the Amendment by the FAA, your representative will return one signed copy to you and retain one for our records. Upon request we will send you a Certificate of Insurance as confirmation of your coverage.

Questions

Contact your FAA Insurance representative, or:

Helen Kish, helen.kish@faa.gov (202) 267-9943

Eric Nelson, eric.nelson@faa.gov (202) 267-3090

Doug Thieman, doug.thieman@faa.gov (202) 267-3315